



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

**opi.mt.gov**

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Date: August 15, 2011

To: School Food Service Managers/Directors

From: Christine Emerson, Director  
School Nutrition Programs

Re: Food Service Manager Fall Mailing

Enclosed is the annual food service manager fall mailing.

*In this packet:*

- ✓ Office of Public Instruction School Nutrition Programs Staff Directory
- ✓ Important Dates for Food Service Managers 2011-12
- ✓ School Food Service Manager Essentials School Year 2011-12
- ✓ Healthy, Hunger-Free Kids Act of 2010 Handout
- ✓ Program Promotional and Nutrition Resources
- ✓ Food Service Manager Training Registration Form
- ✓ USDA Foods Orders
- ✓ 2012 Calendar

Please look on the Office of Public Instruction (OPI) Web site [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html) for the following forms (*depending on your menu planning option*):

- ✓ Traditional/Enhanced Production Record Form and Instructions
- ✓ Nutrient-Standard Production Record Form and Instructions
- ✓ Receiving School Record Form and Instructions (*for schools with satellite locations*)
- ✓ Standardized Recipes Form and Instructions

**Important!** *If you are a NEW food service manager, please* contact the School Nutrition Programs office at (406) 444-2501 if you have questions about program requirements.

Enclosures